



<b>Classification:</b> Energy Commission Supervisor II (TED)	<b>Position No.</b> 3500-4058-002
<b>CBID:</b> S10	<b>Office:</b> Energy Deployment and Market Facilitation Office
<b>Date Prepared:</b> December, 2014	<b>Division:</b> Energy Research and Development
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

The incumbent works under the general supervision direction of the Energy Resources Specialist III (Managerial) for the Energy Deployment and Market Facilitation Office and will supervise staff supporting the Electric Program Investment Charge (EPIC) and Natural Gas (NG) programs in the Research Analysis unit. The incumbent is knowledgeable in the principals of the Division's diverse research, development and demonstration (RD&D) program, energy policy, contracting procedures, budget and database management, and inter-team management skills. The incumbent supervises and provides leadership to interdisciplinary staff that performs complex science, technology, economic and/or market analyses to support RD&D research. The incumbent will provide supervision and team lead over research planning and implementation, including implementation of Investment Plan(s); RD&D planning, contracting and grant award activities; developing and implementing innovative ideas, concepts and efforts to incubate new clean energy technology products/solutions through RD&D and market facilitation; conducting research and analysis on the benefits of research investments, policy impacts and opportunities for clean energy; participating in the development of the annual reports to the California Public Utilities Commission (CPUC); participating in scoping workshops for the development of the research Investment Plan(s); and participating in CPUC proceedings.

## WORKING CONDITIONS

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. The incumbent must work well with people inside and outside the Energy Commission, including members of the general public; perform well under the pressure of deadlines; exercise good listening and communication skills, and prepare quality reports for expert and layperson readers. The incumbent will be required to provide oral and written presentations. The incumbent must be able to evaluate and prioritize daily workload, and multi-task to respond to urgent information requests. Travel is required to attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail and Internet; participate in and lead meetings with other staff and with other agencies.

## DUTIES AND RESPONSIBILITIES:

- 45% Plans and directs the work of staff. Provide supervision for all assigned staff, which includes: individual motivation, performance review, career development and training. Prepares, reviews, and approves probation reports and annual performance appraisals; communicates with staff through routine team meetings; interviews and hires staff; reviews and approves promotions and other personnel actions; prepares and reports on



research budgets and work plans; implements mechanisms to meet work plan objectives and maintains quality control of products; team building and motivation; meet with individual staff to review project status and address technical project issues, and prepares reports and meets with the Energy Resources Specialist III (Managerial) as often as necessary to review the status of the section and resolve issues, and makes recommendations to the Energy Resources Specialist III (Managerial), division management, Executive Office and Commission Policy Committees. (E)

- 15% Consult with the Energy Resources Specialist III (Managerial), Division management and program-level leads to plan the research program goals and objectives; define workload requirements, schedules, and resource needs; and determine assignments and identify specific staff. (E)
- 15% Work with the Energy Resources Specialist III (Managerial), Division management, research program and technical leads, in planning the research goals, objectives, and budget; define workload requirements, schedules, and resource needs; respond to internal and external information requests; support Integrated Energy Policy Report and other Commission and Division policy and planning reports; and determine assignments and identify specific staff for assignments. (E)
- 10% Solicits input from stakeholders including representatives from government RD&D organizations and utilities representatives, private developers, and technical experts to identify innovative ideas, concepts and efforts to incubate new clean energy technology products/solutions through RD&D and market facilitation; and define, develop and implement projects that provide significant public benefits to California and meet the policy and technical objectives of the research program. (M)
- 10% Makes presentations at workshops and conferences and provide expert testimony at hearings sponsored by the Energy Commission, Public Utilities Commission and other agencies. (M)
- 5% Other duties as required consistent with the specification of the classification. (M)

SIGNATURES			
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position			
Incumbent	Date	Erik Stokes	Date
Energy Commission Supervisor II (TED)		Energy Resources Specialist III (Managerial)	